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Class Specifications
for the Class:

SUPERVISING CONTRACTS SPECIALIST (MED-QUEST)
(SUPVG CNTRCTS SPCLT (MEDQUEST))

Class Distinguishers:

Supervisory Responsibility: Supervises a group of Contracts Specialist (Med-QUEST) positions.

Complexity: This class reflects responsibility for planning, coordinating and directing the activities of the Health Plan Relations Section which administers and coordinates all aspects of provider and health plan related contract development and negotiation; monitors and evaluates the performance of contracted parties; establishes and maintains relationships with participating and prospective health plans and providers of the QUEST and fee-for-service programs; and directs and coordinates the design and implementation of new medical assistance programs.

Personal Contacts: A position in this class establishes and maintains extensive person-to-person contacts within and outside the program to administer and coordinate a variety of activities which involve other sections, branches or agencies; and to establish and maintain effective working relationships with current and prospective health plans and providers.

Full Performance Knowledge and Abilities: (*Knowledge and abilities required for full performance in this class.*)

Knowledge of: The function, organization, laws, rules, regulations, policies, procedures, goals, and objectives governing the State's public medical assistance program; applicable State and/or federal laws, rules and regulations regarding public contracts; State and federal rules and standards pertaining to hospital and other health care services; health care delivery systems; current principles and practices in health care financing; benefits and resources available through other public and private agencies; principles and practices of contract negotiation and administration; various provisions found in contracts; evaluative techniques; problem solving methods and techniques; report writing; and principles and practices of supervision.

Ability to: Plan, coordinate, and direct activities

related to the development, negotiation, monitoring, and evaluation of contracts for participating health plans and providers, the establishment and maintenance of effective relationships with prospective and participating health plans and providers, and the design and implementation of new medical assistance programs; plan, assign, review, and evaluate the work of subordinates; develop standards and procedures for monitoring and evaluating contracted parties; analyze and evaluate information, identify problems and develop alternative solutions; establish and maintain effective working relationships; communicate effectively orally and in writing; and prepare clear and concise reports and correspondence.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plan, coordinate, and direct the activities of the Health Plan Relations Section. Ensure that activities are performed in accordance with prescribed policies and procedures.
2. Administer and coordinate all aspects of contract development and rate negotiation. Plan and direct activities related to the issuance of Request for Proposals. Coordinate with other Med-QUEST branches and sections to establish new or revise service requirements, minimum standards and technical qualifications, and administrative reporting requirements.
3. Establish and maintain effective working relationships with participating and prospective health plans and providers. Explain program regulations and requirements to health plans. Provide technical guidance regarding participation in the QUEST program.
4. Direct, coordinate, and control the development and implementation of statewide procedures for monitoring and evaluating participating health plans. Establish reporting requirements and timetables; direct the development and modification of forms, procedures, and instructions; and ensure that health plans are informed of changes and that new program requirements are met.

5. Review evaluations and recommendations regarding health plan and provider performance. Consult with the deputy attorney general, other Med-QUEST branches and the Division Administrator, as appropriate, to obtain or clarify information and to ensure proper interpretation of laws, rules, regulations, etc. In cases of non-compliance or poor performance, determine whether sanctions should be assessed, additional conditions imposed, contracts terminated, and/or whether health plans or providers should be monitored more closely.
6. Confer with health plans and providers on difficult problems which could not be resolved by subordinates. Coordinate with appropriate Med-QUEST staff to resolve problems.
7. Direct, coordinate and control the design and implementation of new medical assistance programs. Coordinate communication, planning, and implementation efforts with other branches to ensure that administrative rules, information systems, contract payment mechanisms, etc., are/will be implemented to support the new program.
8. Plan, assign, guide, review, and evaluate the work of subordinates. Review, investigate, and resolve personnel problems through the use of collective bargaining provisions and State personnel rules and regulations, counsel employees, and take appropriate disciplinary actions.
9. Write position descriptions for all positions in the section and initiate, prepare, and submit documents for personnel actions (i.e., transfers, promotions, recruitment, etc.).
10. Interview and recommend selection of applicants for vacancies within the section; provide training and staff development to employees.

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This is the first specification for the new class
SUPERVISING CONTRACTS SPECIALIST (MED-QUEST), [SUPVG CNTRCTS
SPCLT (MEDQUEST)].

Effective Date: 9/7/99

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SUPERVISING CONTRACTS SPECIALIST (MED-QUEST)

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/s/ Diana H. Kaapu
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